

REQUEST FOR TASK ORDER PROPOSAL – CY-0029-SB3: AMENDMENT 01

Date: 07 September 2017

PWS Title: ADNS External and Network Interfaces Integration Engineering Support

Incumbent: None

Encl: (1) PWS
(2) CDRL
(3) QASP

Follow-on Information:

Note: It is NOT contemplated that there will be a follow-on effort.

Proposal Information:

- The Government reserves the right to clarify certain aspects of one or more of the proposals, without contacting all offerors, unless such communication is used to materially alter the technical or cost elements and/or otherwise revise the proposal.
- This is a competitive request for task order proposal issued in accordance with Federal Acquisition Regulation (FAR) 16.505(b). As such, the Government desires more than one offeror to submit a proposal to this action. To that end, the Government requests that, should a potential offeror decide not to bid on this action, they document to the Government via email why no proposal is being submitted. In this email, the offeror is requested to indicate if additional time to respond to the RFP would cause the offeror to submit a proposal; and if so, how much additional time would be required. If the Government does not receive an affirmative response indicating more time is required, the Government may decide not to extend the time allotted for receipt of proposals. Additionally, if the offer decides to not bid, they are requested to document if this is due to the minimum personnel qualifications being too restrictive. If this is the reason, the offeror shall provide the labor categories with new minimum experience levels that would allow them to bid.
- Prime contractors must ensure that any proposed subcontractors have an adequate accounting system for cost reimbursement type contracts if intending to propose subcontractors as CPFF. Subcontractors with an adequate accounting system for cost reimbursement type should be proposed CPFF. Subcontractors that do not have an adequate accounting system should be proposed as fixed price type (preferable) or T&M if the subcontractor requirements will not support fixed price.
- Task Order details:
 - Period of Performance: Two years (6 months base period, option period one for 12 months and option period two for 6 months).

- Contract type: Level-of Effort
 - Estimated Labor Hours: **39,600**
 - Severable
- Fee: Fee shall be proposed in accordance with Clause 5252.216-9204 of applicable basic contract. It is hereby understood and agreed that the fixed fee is based upon the Contractor providing the proposed number of staff-hours of direct labor.

Proposal Submission Instructions and Evaluation Factors

Pages shall be 8 ½ x 11. Font size shall be not less than 10 point, including charts and graphs. Proposal Submission shall contain the following volumes and page limitations:

- I. Technical Volume/ Minimum Personnel Qualifications (total page limit: 27) (2 pages per each resume and three pages for the summary requested below)
- II. Cost Volume (total page limit: 5)

Instructions for Factor I - Technical Volume/ Minimum Personnel Qualifications

Offerors shall submit a summary, no longer than three (3) pages in length, listing the labor categories, and labor hours for each person. The summary shall contain a matrix/staffing plan that shows which labor categories will perform each of the tasks in the PWS.

Below is a chart summarizing the Government's estimated level of effort for this acquisition. Offerors are encouraged to propose the total labor hours listed below. Offerors shall propose a labor mix **where the collective experience of the labor** category/categories proposed satisfies the requirements listed below and a labor mix that has the necessary skills and experience to perform the tasks identified in the PWS. **The Government's estimate of total labor hours associated with this effort is 39,600 hours: (9,900 hours for the 6 month Base Period of Performance, 19,800 hours for the 12 month option One Period of Performance and 9,900 hours for the 6 month option two Period of Performance).**

Offerors shall provide a thorough, written rationale for ANY deviation from the estimated labor hours per labor category/categories or total labor hours provided in this RFP. Without a written rationale to support the deviation, an offeror's proposal may be deemed unacceptable and ineligible for task order award.

TABLE 1		
Labor Category (Government)	Contractor Equivalent Category	Total Hours
Admin Support		No Required Number of Hours (Government estimates

		300)
Senior Systems Engineer 1 & 2		1,920
System Analyst/SME 1, 2 & 3		2,880
(Systems) Engineer 1, 2, 3 & 4		3,840
Technical Writer 1		960
	TOTAL LABOR HOURS	9,900
TOTAL FOR Base Period: 6 month Period of Performance		

TABLE 2		
Labor Category (Government)	Contractor Equivalent Category	Total Hours
Admin Support		No Required Number of Hours (Government estimates 600)
Senior Systems Engineer 1 & 2		3,840
System Analyst/SME 1, 2 & 3		5,760
(Systems) Engineer 1, 2, 3 & 4		7,680
Technical Writer 1		1,920
	TOTAL LABOR HOURS	19,800
TOTAL FOR Option Period One: 12 month Period of Performance		

TABLE 3		
Labor Category (Government)	Contractor Equivalent Category	Total Hours
Admin Support		No Required Number of Hours (Government estimates

		300)
Senior Systems Engineer 1 & 2		1,920
System Analyst/SME 1, 2 & 3		2,880
(Systems) Engineer 1, 2, 3 & 4		3,840
Technical Writer 1		960
	TOTAL LABOR HOURS	9,900
TOTAL FOR Option Period Two: 6 month Period of Performance		

NOTE 1: A resume is not required for the Admin Support position, if proposed.

NOTE 2: DOD Cyber Security Workforce (CSWF) - Security + and Cisco CCNA are qualifying certifications which will meet this requirement for every labor category except the Admin support and Technical Writer positions.

To support this volume, offerors shall submit the following for all proposed personnel performing as labor categories listed in the minimum personnel qualifications chart below.

- A. **Resumes:** (not to exceed 2 pages each) Offerors shall identify personnel proposed to perform the associated PWS, and provide specific information pertaining to personnel qualifications **for each of the labor categories in the minimum personnel qualifications chart below.**

Each resume shall clearly show and substantiate that the individual in the resume meets or does not meet each corresponding personnel qualification as stated in Table 4 below.

Submitted resume's shall include the following minimum information:

1. Employee name and labor category
2. Years of professional experience
3. Current position/title,
4. Educational history,
5. Chronology and summary of professional experience including clearly indicating that the individual meets each of the minimum personnel qualifications listed below.
6. Current level of security clearance
7. Copies of all DOD Cyber Security Workforce (CSWF) certifications (including Security + and Cisco CCNA certifications)

NOTE: The responsibility of adequately supporting personnel requirements listed in each resume is the responsibility of the offeror.

In the event the proposed individual is unable to perform after task order issuance, the offeror is required to submit the information requested in this RFTOP for the replacement individual and he/she will be evaluated accordingly.

B. The Government recognizes that some of the Labor Category titles used in the solicitation may not exactly match the titles normally used in a particular company operation. Accordingly, in order to permit a rapid comparison between the anticipated labor team shown below and the Offeror's actual labor mix, each proposal must provide the following:

1. Statement of the Offeror's normally used nomenclature for each labor category included herein, together with a copy of the Offeror's own position description for each labor category.
2. Statement of any additional labor categories, estimated hours and related qualifications for labor cost that will be a direct cost based on the offeror's accounting procedures (e.g. management and administrative labor costs.)
3. Subcontractor labor hours at all tiers should be shown in the same manner as described in paragraphs (1) and (2) above.

The minimum personnel qualifications chart is as follows:

TABLE 4	
Labor Category (Government)	Minimum Personnel Qualifications
Admin/Support	<ul style="list-style-type: none"> • Current SECRET level security Clearance.
Sr. Systems Engineer *	<ul style="list-style-type: none"> • A minimum of 4 years of experience supporting External/Network Interfaces Integration or as a system integrator on a tactical network system. • A minimum of 4 years of experience in networking interfaces. • Current SECRET level security Clearance. • IAT Level 2 including Security + and Cisco CCNA
Engineer * Systems Engineer *	<ul style="list-style-type: none"> • A minimum of 2 years of experience supporting External/Network Interfaces Integration or as a system integrator on a tactical network system. • A minimum of 2 years of experience in networking interfaces. • Current SECRET level security Clearance. • IAT Level 2 including Security + and Cisco CCNA
Technical Writer	<ul style="list-style-type: none"> • A minimum of 4 years of experience in technical writing in a DoD or DoN technical environment. • Current SECRET level security Clearance.

Systems Analyst/SME*	<ul style="list-style-type: none"> • A minimum of 2 years of experience in networking interfaces. • Current SECRET level security Clearance. • IAT Level 2 including Security + and Cisco CCNA
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Evaluation of Factor I - Technical Volume/ Minimum Personnel Qualifications:

The Government will evaluate and provide an overall Acceptable or Unacceptable rating. An unacceptable rating in any evaluation factor will result in the offerors proposal being ineligible for contract award. Acceptable and Unacceptable is defined as follows:

ACCEPTABLE – Resume(s) clearly show that the proposed personnel meet each of the qualifications indicated in the minimum personnel qualifications chart.

UNACCEPTABLE – Resume(s) do not clearly show that the proposed personnel meet each of the qualifications indicated in the minimum personnel qualifications chart.

Instructions for Factor II – Cost/Price

Cost Proposal (**No page limitation–. Include** substantiating cost information, subcontractor proposal, or data to support the subcontractor analysis, if applicable). **Offerors shall propose a separate cost-plus-fixed-fee for the base period, each option period, and a total cost-plus-fixed-fee that includes all periods of performance.** Subcontractors need only submit total cost with labor categories and hours to the prime contractor. Subcontractor proposals, with the level of detail as submitted by the prime contractor for the task order, shall be submitted directly to the Government by the subcontractor. **Proposals must include an Excel spreadsheet, with functional formulas that can be traced and verified by the Government.**

- (a) Individually listed labor categories, direct labor hours, direct / unburdened hourly labor rates for each labor category. Unless proposing a new labor category not listed in the basic solicitation, all proposed labor categories should either exactly match, or be mapped to the labor categories identified in the basic solicitation.
- (b) If applicable, ODC cost information shall include identification of: 1) material (consumable and non-consumables) purchase description and amount; 2) summary of travel costs to include identification of number of travelers, destination, and duration for each trip 3) other indirect cost, e.g. G&A, FCCM, Material Burden, etc.; 4) other direct costs not separately identified, e.g. reproduction, cell phones, equipment rentals, etc.; and, 5) subcontractors costs itemized with the same level of detail.
- (c) Show actual indirect rates used and note their application.
- (d) Show totals for individual cost elements, as well as the overall total for hours, estimated cost, and cost plus fee. Identify the average hourly labor rate for the overall proposal (computed by dividing total fully burdened labor cost by total labor hours).
- (e) If applicable, names of subcontractor(s) and type of subcontract(s). (Subcontractor proposals, if appropriate, shall be limited to 2 pages). Identify the total

subcontractor pass-through cost proposed by the prime contractor (inclusive of associated fee).

- (f) Indicate the names and labor categories of the personnel who will be performing the effort and the location of their performance.
- (g) For each labor category, identify the fully burdened hourly labor rate inclusive of all applicable indirect costs and fee; also identify the annualized labor cost for each labor category by multiplying each fully burdened hourly labor rate by 2,080 hours.

Note: The Government intends include the following provisions in Section H of any resulting task order:

(h) Notification in writing to the Contracting Officer, with copies furnished to cognizant Defense Contract Management Agency (DCMA) and Defense Contract Audit Agency (DCAA), will be required of any labor rates where the running total rate invoiced is in excess of 15% of proposed labor rate.

Evaluation of Factor II – Cost/Price: The offeror's overall cost and fee will be an evaluation factor. The Government will evaluate the proposed cost of each offer for realism and reasonableness in accordance with FAR Subpart 15.4. The breadth of the cost realism analysis may be limited to those offerors whose proposal(s) represent the most likely candidate(s) for award based on technical review and relative cost considerations.

RELATIVE IMPORTANCE OF FACTORS AND BASIS FOR AWARD:

This is a **Lowest-Price Technically Acceptable (LPTA) procurement**.

a. **STEP ONE:** Prior to evaluation of proposals, in accordance with the stated selection criteria, the Government will review proposals for compliance with the terms, conditions, and instructions of the RFP. Submitted proposals that take exception to any terms or conditions of the RFP, and/or fail to follow RFP may result in the proposal not being considered for task order award.

b. **STEP TWO:** An offerors proposal will be reviewed to determine Technical Acceptability. Technical Acceptability will be based on an assessment of the technical factor; Minimum Personnel Qualifications. An unacceptable rating in any factor will result in an overall Unacceptable rating for the Technical Volume and the offer will no longer be considered for award. If an offer is technically acceptable, the cost volume will be analyzed in accordance with FAR 15.404.

NOTICE: The Government may issue an order without discussions; consequently, it is the offerors responsibility to submit a proposal that conforms to all the terms and conditions of the solicitation and reflects the offerors best offer. However, the Government reserves the right to conduct discussions.

Organizational Conflict of Interest (OCI)

Offerors shall assert that performance of this task order does not result in an OCI or the offeror must submit an OCI Mitigation Plan. If an OCI Mitigation Plan is submitted, it shall include all elements included in OCI clauses in the basic contract.

Evaluation: The Contracting Officer will review the offeror's OCI assertion, and at any point in the ordering process, the Contracting Officer may also identify a potential OCI and require offerors submit an OCI Mitigation Plan. The Government's evaluation of an OCI Mitigation Plan will follow the procedures outlined in the offeror's basic contract clauses.

Representation Relating to Compensation of Former DoD Officials (NOV 2011)

(a) Definition. "Covered DoD official" is defined in the clause at DFARS 252.203-7000, Requirements Relating to Compensation of Former DoD Officials.

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to undertake activities on behalf of the offeror for any resulting contract, are presently in compliance with all post-employment restrictions covered by 18 U.S.C. 207, 41 U.S.C. 2101-2107, and 5 CFR parts 2637 and 2641, including Federal Acquisition Regulation 3.104-2.

Additional Subcontracting Guidance

When proposing to utilize a subcontractor not currently approved on the contract, the prime contractor shall include with their proposal an explanation that answers the questions below. Note that this explanation does NOT count against any page limits otherwise identified in this RFP.

When proposing an unapproved subcontractor, the explanation shall address:

- a. Why the prime cannot, or has chosen not to perform the task with in-house resources or the team of subcontractors already approved under the contract.
- b. Why it is in the Governments best interest to contract for the requirement through the prime vice alternate procurement strategies.
- c. If there was an unanticipated event that impacted the contractor's resources, what is the contractor doing to remedy?
- d. How was the subcontractor selected?

Responses

Questions and Answers: Offerors are requested to provide questions concerning this RFP, or comments that would help the Government improve the procurement. Unless otherwise noted, all questions must be received by 1500, Pacific Time on 31 August 2017.

Bid/No Bid: Offerors are requested to provide a bid/no bid decision concerning this RFP. Unless otherwise noted, bid/no bid decisions, and any requests for additional time, must be received by **1500 Pacific Time on 08 September 2017.**

If a No Bid:

The Government desires more than one offeror to submit a proposal to this action. To that end, the Government requests that, should a potential offeror decide to **No Bid** this action, they document to the Government via email:

- a) Why no proposal is being submitted
- b) If additional time to respond to the RFP would cause the offeror to submit a proposal; and if so, how much additional time would be required (if the Government does not receive an affirmative response indicating more time is required the time allotted for receipt of proposals will not be extended)
- c) If the Government were able to lessen/reduce the minimum experience levels required for this effort, would that enable the offeror to now submit a proposal? If yes, please provide the labor category/categories and the new minimum experience level that would allow the offeror to propose this effort.

Due Date: The Government reserves the right to revise the due date for proposals. At this time the deadline for proposal receipt is **1500 Pacific Time on 27 September 2017.**

Please send inquiries and all submissions to Contract Specialist, Ms. Sarah Murr,
sarah.murr@navy.mil with copy furnish to

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@navy.mil

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